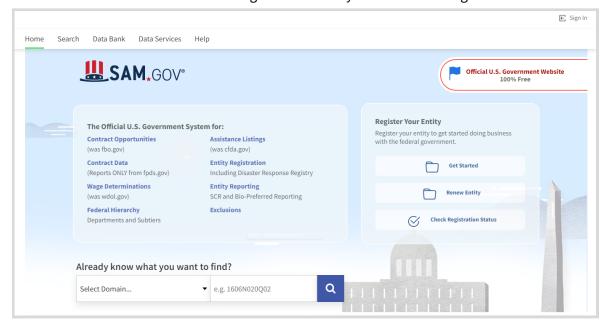


Entity Registration for All Awards: User Reference Guide

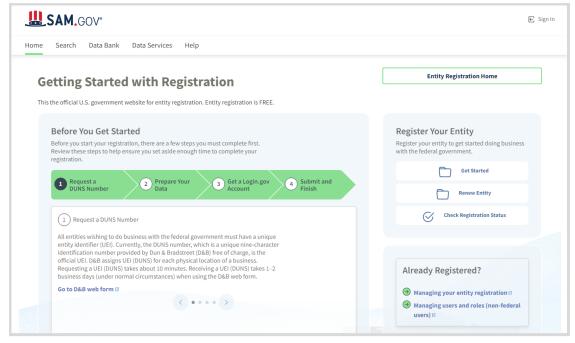
- 1. Launch https://sam.gov
- 2. Select "Get Started" under the "Register Your Entity" section on the right.



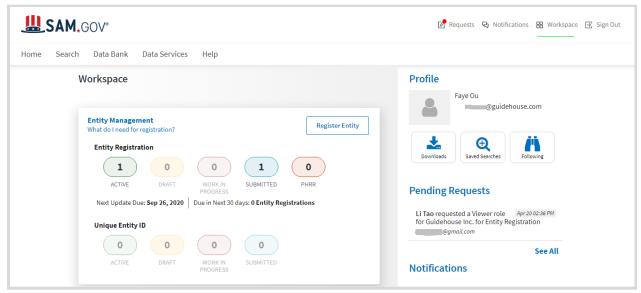




3. Click through the four steps listed in "Before You Get Started" and review each step to help ensure you prepare and set aside enough time to complete your registration.

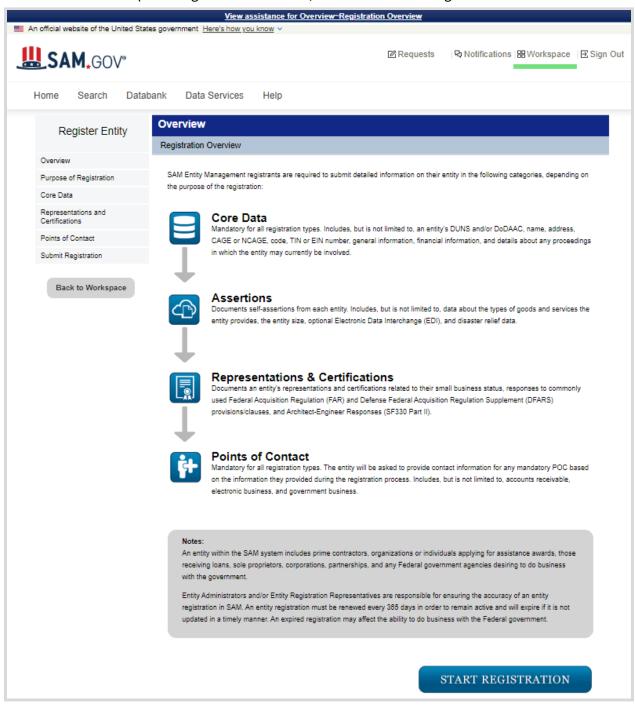


- 4. Click "Sign In" on the upper right corner of the screen and log in with your credentials. If you do not have an account, follow the "Get a Login.gov Account" section from the previous step.
- Once you are logged in, select "Workspace" on the upper right corner. The "Entity Management" widget should appear on the left side panel. Select "Register Entity."



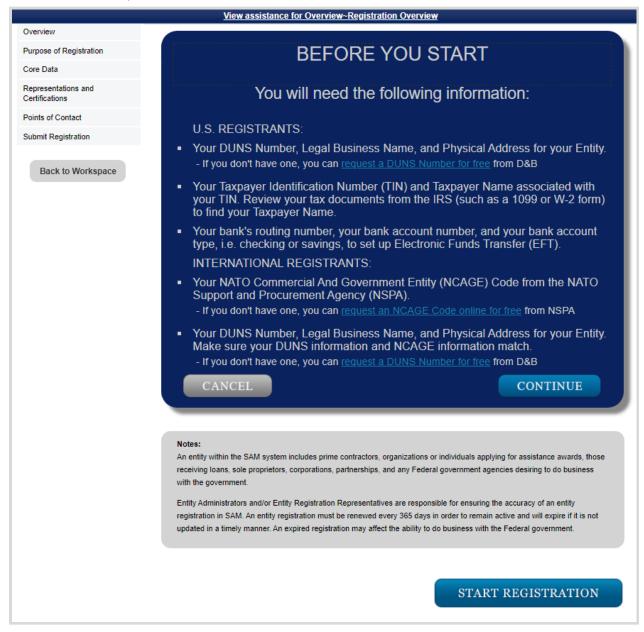


6. Review the steps in "Registration Overview," then select "Start Registration."



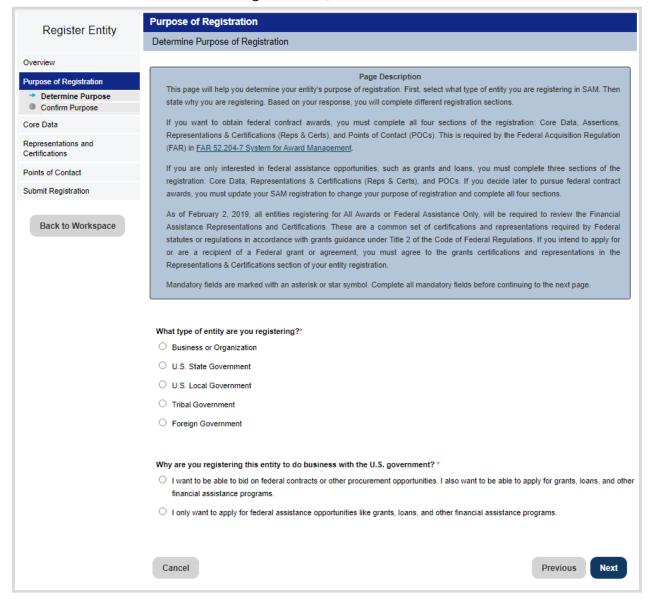


7. The "Before You Start" page will appear. Review and make sure you have all the necessary information, then select "Continue."



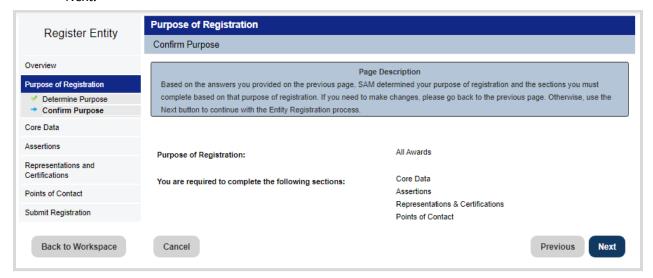


8. Select the type of entity you are registering and why you are registering this entity to do business with the United States government, then select "Next."





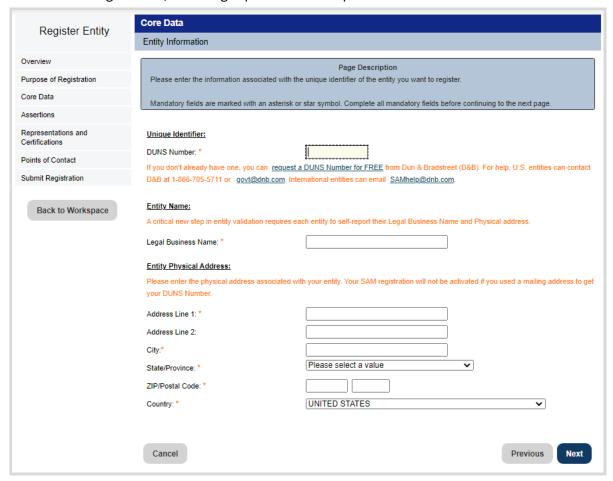
9. Review the Purpose of Registration page and the sections you must complete then select "Next."





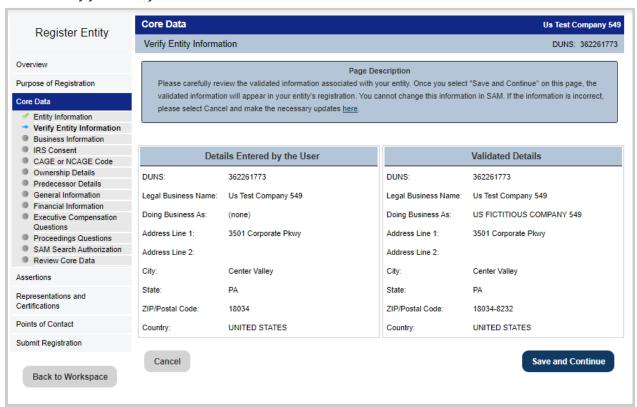
Core Data

10. Enter entity information. When entering your address, be sure to enter *exactly* what is on your DUNS registration, including capitalization and punctuation. Then select "Next."



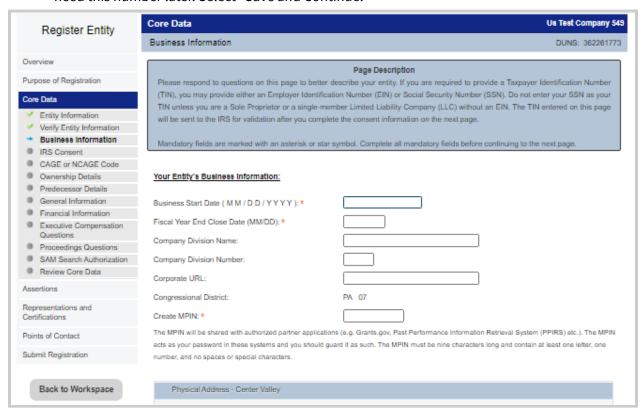


11. Verify your entity information and select "Save and Continue."





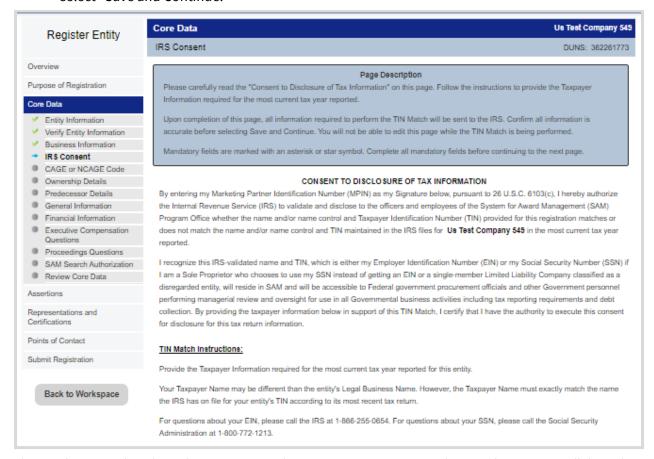
12. Enter business information. Be sure to record what you enter for your MPIN, because you will need this number later. Select "Save and Continue."



*Note: The screenshot above does not capture the entire page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.



13. Enter all mandatory and applicable optional fields displayed on the IRS Consent page and select "Save and Continue."

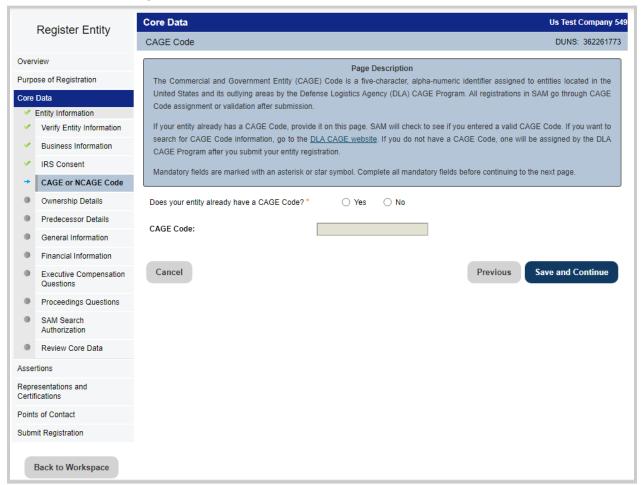


*Note: The screenshot above does not capture the entire IRS Consent page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.



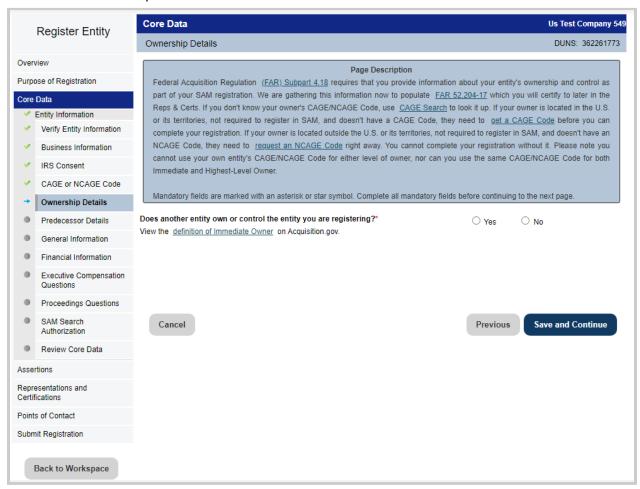


14. Enter CAGE code information and select "Save and Continue." If you do not have a CAGE code, one will be assigned to you.



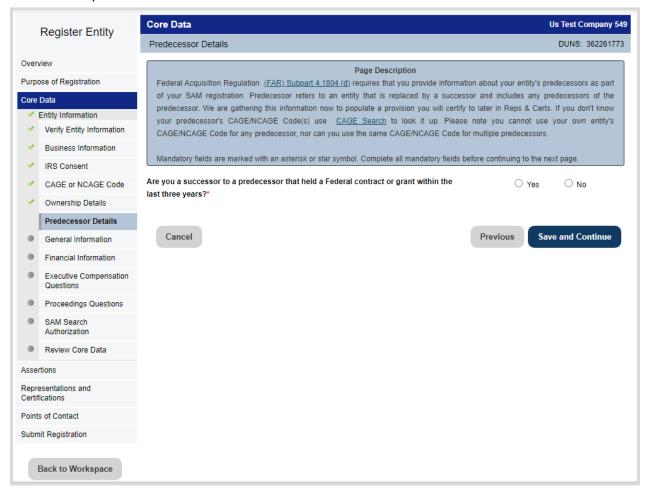


15. Enter ownership detail information and select "Save and Continue."



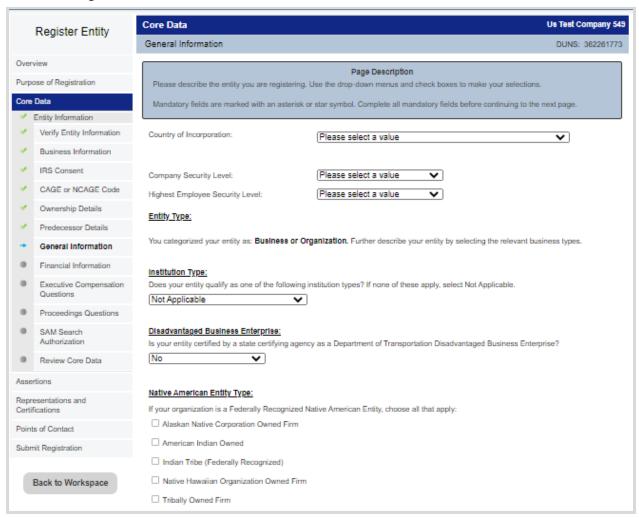


16. Enter predecessor details information and select "Save and Continue."





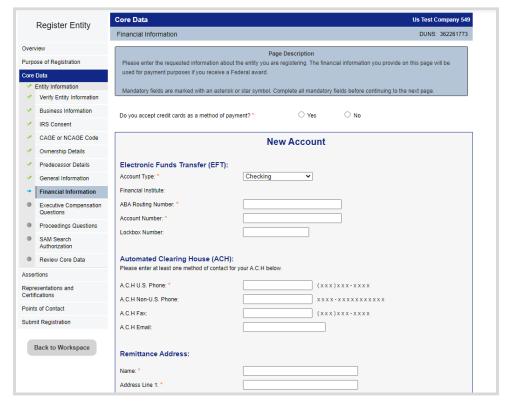
17. Enter general Information and select "Save and Continue."



*Note: The screenshot above does not capture the entire General Information page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

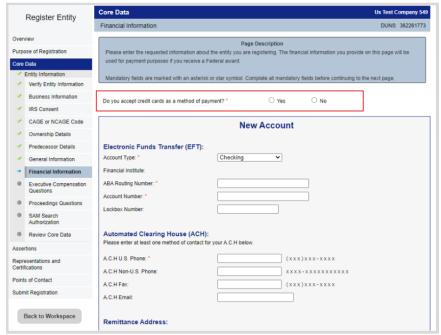


18. Enter financial information and select "Save and Continue."



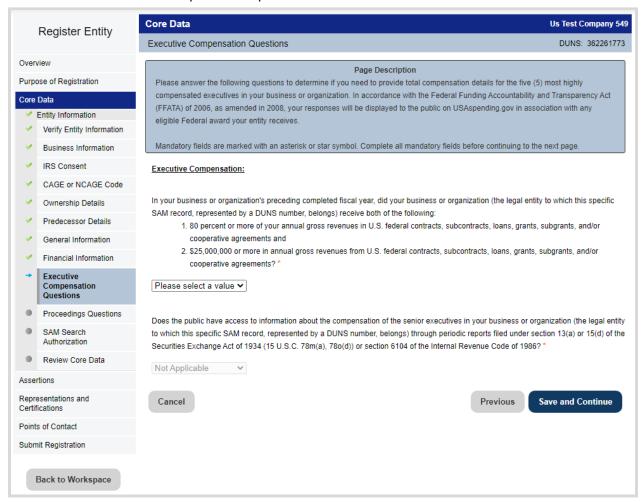
*Note: The screenshot above does not capture the entire financial information page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

Tip: Make sure to answer the first question in the red box.



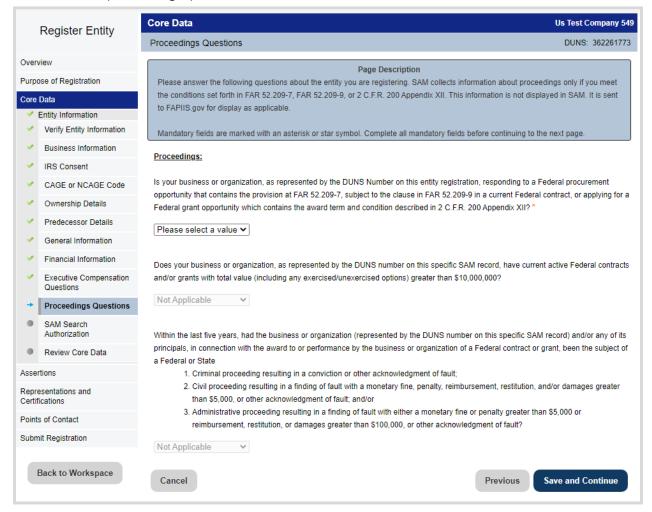


19. Answer executive compensation questions and select "Save and Continue."



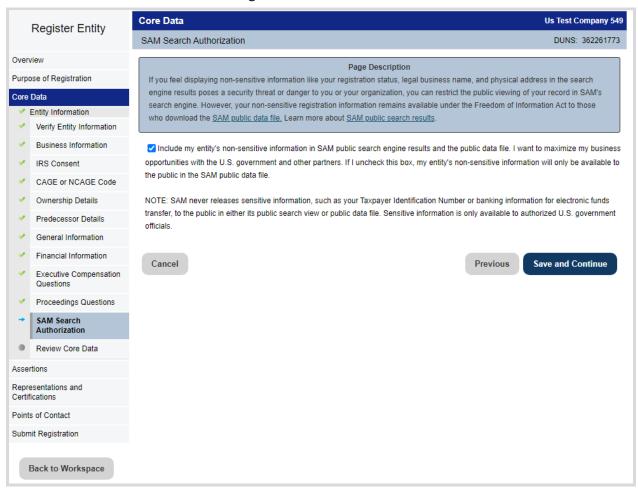


20. Answer proceedings questions and select "Save and Continue."



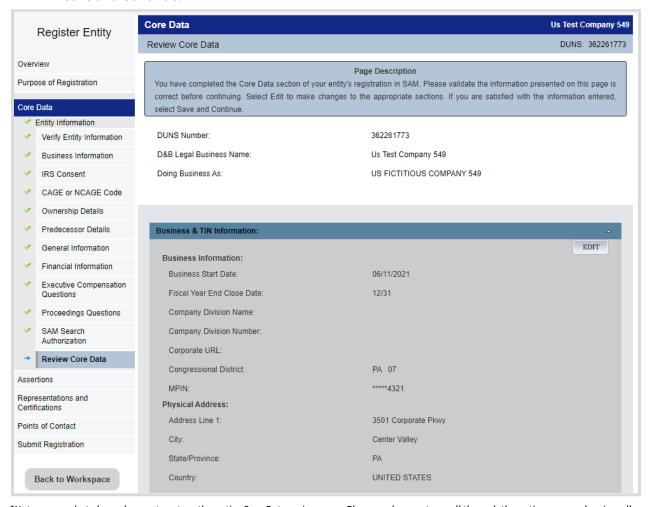


- 21. The SAM Search Authorization page will display.
- 22. If you do not wish for your entity's non-sensitive information to appear in SAM public search results and public data file, uncheck the box and select "Save and Continue." Otherwise, select "Save and Continue" without unchecking the box.





23. Review your entity data information. If you need to modify any information click on the "Edit" button on the upper right corner for each section. Once you have reviewed all sections, select "Save and Continue."

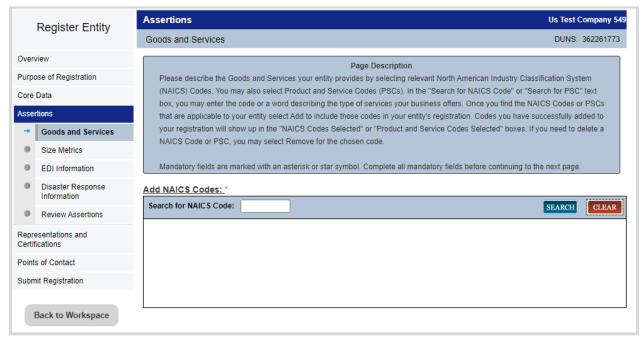


^{*}Note: screenshot above does not capture the entire Core Data review page. Please make sure to scroll through the entire page and review all fields.



Assertions

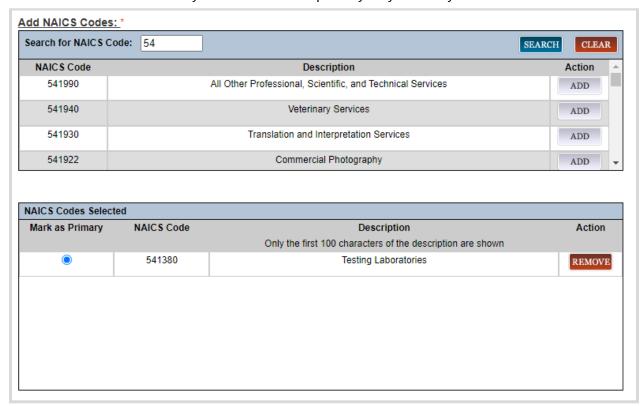
24. Enter goods and services information such as North American Industry Classification System (NAICS) codes and Product and Services Codes (PSCs). If you do not know your entity's NAICS codes, you can search by typing in either the beginning of NAICS code number or keywords in its description and select "Search." You can also search for NAICS codes at naics.com.



*Note: The screenshot above does not capture the entire Assertions Goods and Services page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

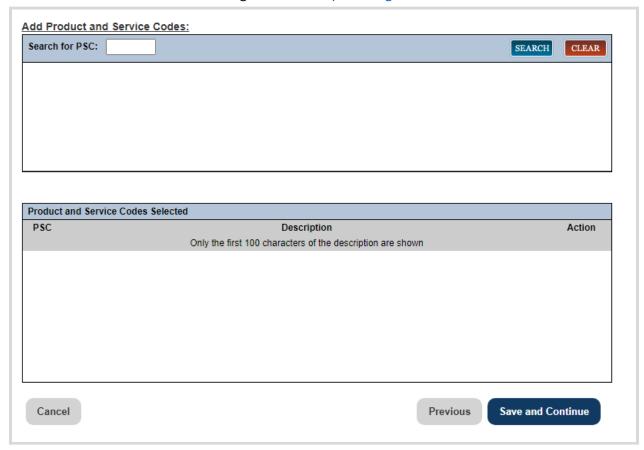


25. Once you have found your entity's NAICS code, click "Add." You can add as many NAICS codes as you need. In the table following, you must select a primary NAICS code for your entity. Select the radio button next to the NAICS code you want to elect as primary for your entity.



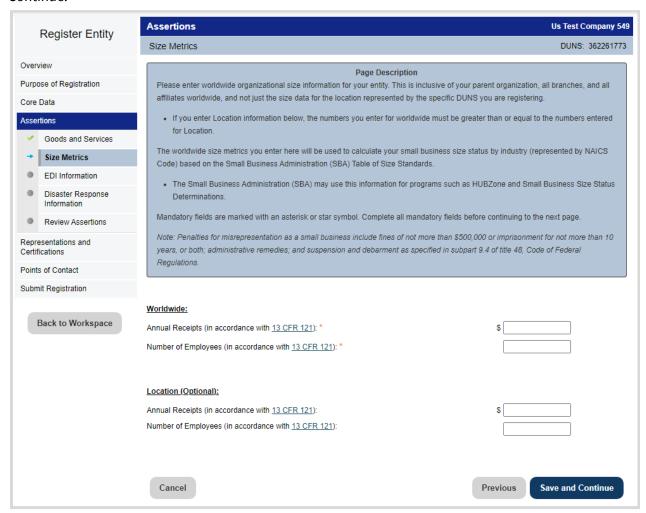


26. Next, in the table following, add PSCs of your entity if available. Then, select "Save and Continue." You can find a listing of PSCs at acquisition.gov.



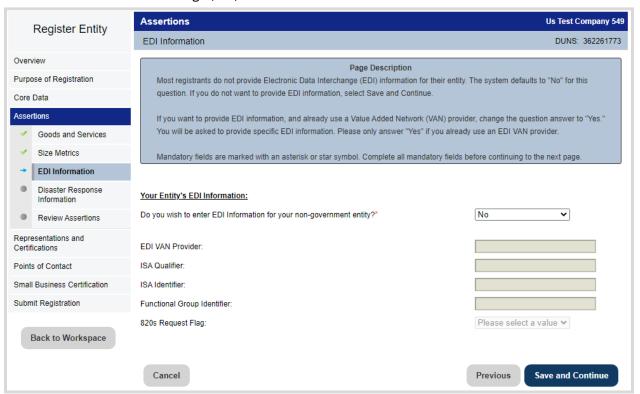


27. Enter size metrics, such as worldwide organizational size information, and select "Save and Continue."



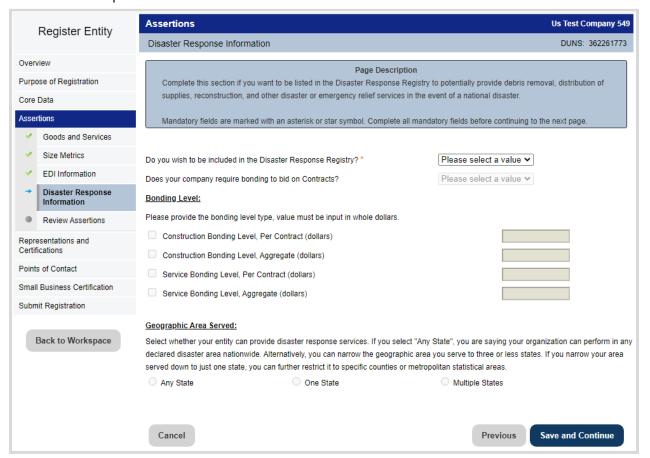


28. Enter Electronic Data Interchange (EDI) Information and select "Save and Continue."



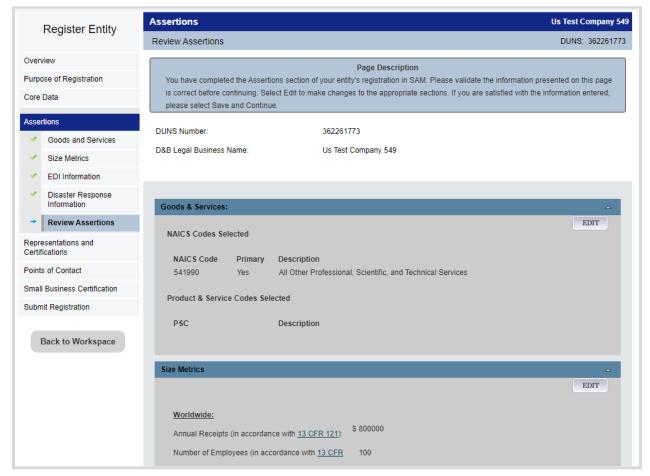


29. Enter disaster response information and select "Save and Continue."





30. Review assertions information. If you need to modify any information, click on the "Edit" button on the upper right corner for each section. Once you have reviewed all sections, select "Save and Continue."

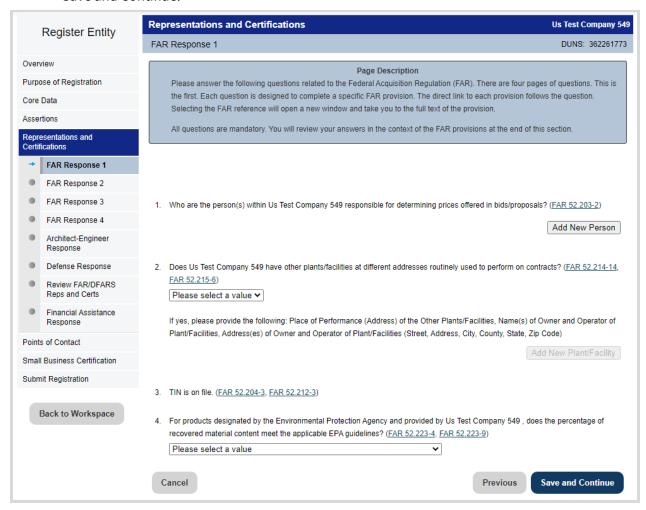


*Note: The screenshot above does not capture the entire Assertions review page. Please make sure to scroll through the entire page and review all fields.



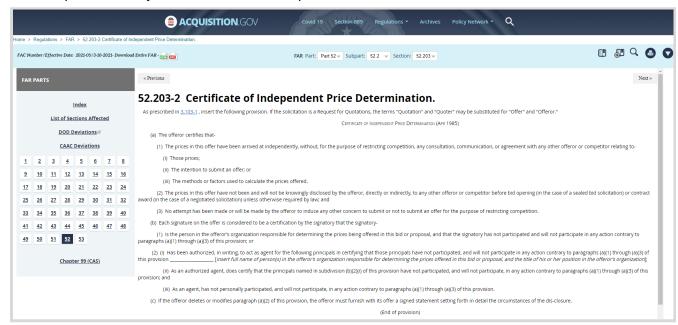
Representations and Certifications

31. Enter answers for Federal Acquisition Regulation (FAR) Response 1 questions and then select "Save and Continue."





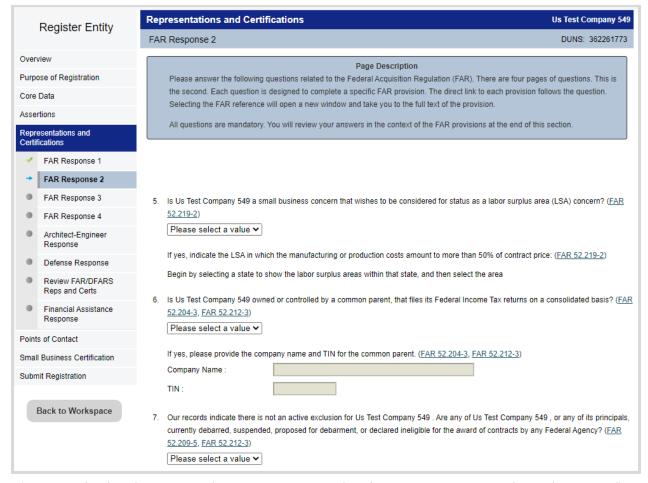
Tip: Each question references a specific FAR provision. If you need information on a provision, select the FAR reference link in blue that immediately follows the question. A new window or tab will open and take you to the full text of the provision.



*Note: As an example, when selecting the FAR 52 203-2 reference link in blue, a new window will open and take you to the full text of the provision.



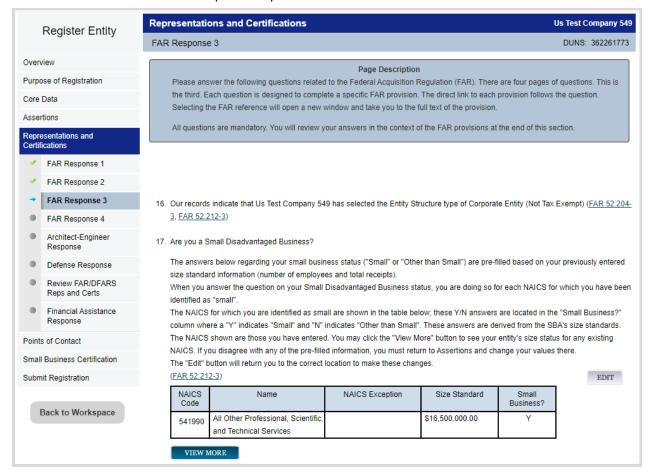
32. Enter answers for FAR Response 2 questions and then select "Save and Continue."



*Note: screenshot above does not capture the entire Representations and Certifications FAR Response 2 page. Please make sure to scroll through the entire page and answer all required fields.



33. Enter answers for FAR Response 3 questions and then select "Save and Continue."

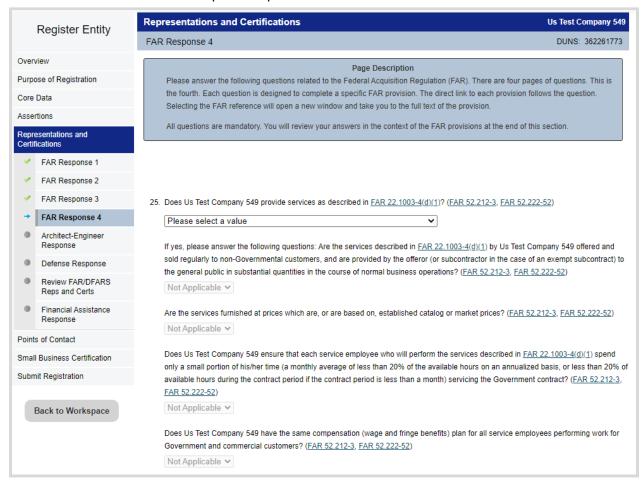


*Note: The screenshot above does not capture the entire Representations and Certifications FAR Response 3 page. Please make sure to scroll through the entire page and answer all fields.





34. Enter answers for FAR Response 4 questions and then select "Save and Continue."

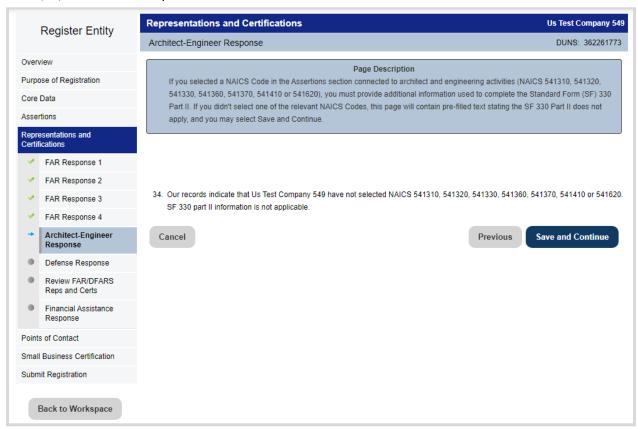


*Note: The screenshot above does not capture the entire Representations and Certifications FAR Response 4 page. Please make sure to scroll through the entire page and answer all required fields.



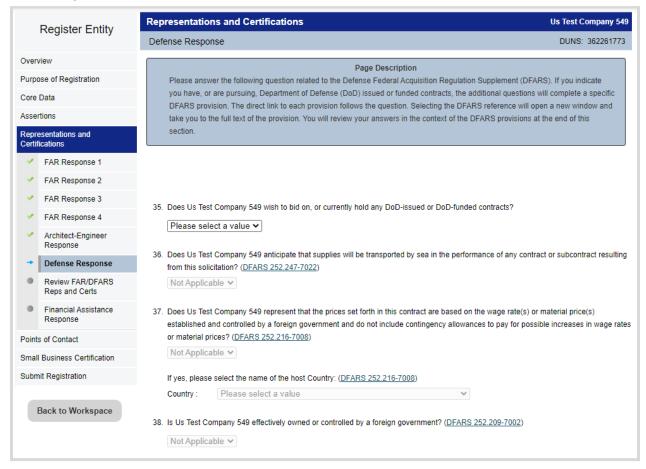


35. Based on how you answered the previous FAR Response questions and the NAICS codes you have elected for your entity, additional information may be required to complete the Standard Form (SF) 330 Part II. Complete the section and select "Save and Continue."





36. Enter answers for defense response questions related to the Defense Federal Acquisition Regulation Supplement (DFARS).



*Note: The screenshot above does not capture the entire Representations and Certifications Defense Response page. Please make sure to scroll through the entire page and answer all fields.



Tip: Each question references a specific DFARS provision. If you need information on a provision, select the DFARS reference link in blue that immediately follows the question. A new window or tab will open and take you to the full text of the provision.

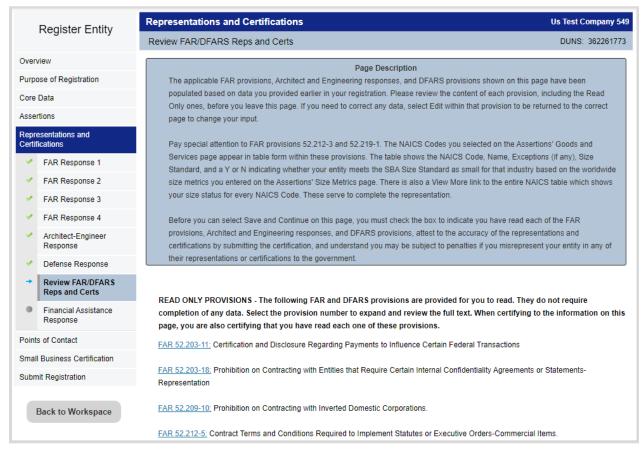
252.247-7022 Representation of Extent of Transportation by Sea.	AMERICAN STREET	
As prescribed in 247.574(a), use the following provision:		
DFARS	DFARS	
REPRESENTATION OF EXTENT OF TRANSPORTATION BY SEA (JUN 2019)		
(a) The Offeror shall indicate by checking the appropriate blank in paragraph (b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.		
(b) Representation. The Offeror represents that it—		
Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.		
Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.		
(c) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea clause.		
(End of provision)		
252.247-7023 Transportation of Supplies by Sea.		
Basic. As prescribed in 247.574(b) and (b)(1), use the following clause:		
TRANSPORTATION OF SUPPLIES BY SEA—BASIC (FEB 2019)		
(a) Definitions. As used in this clause—		
"Components" means articles, materials, and supplies incorporated directly into end products at any lev	el of manufacture, fabrication, or assembly by the Contractor or any subcontractor.	
"Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.		
"Foreign-flag vessel" means any vessel that is not a U.Sflag vessel.		
"Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.		
"Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.		
"Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual	use by or owned by the DoD at the time of transportation by sea.	
(i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.		
(ii) "Supplies" includes (but is not limited to) public works: buildings and facilities; ships: floating equipment and vessels of every character, type, and description, with parts, subassemblies,		

*Note: As an example, when selecting the DFARS 252 247-7022 reference link in blue, a new window will open and take you to the full text of the provision.





37. Review FAR/DFARS Representations and Certifications information. Make sure to read through all information presented in the page. Click on the FAR/DFARS provision reference links in blue as needed.



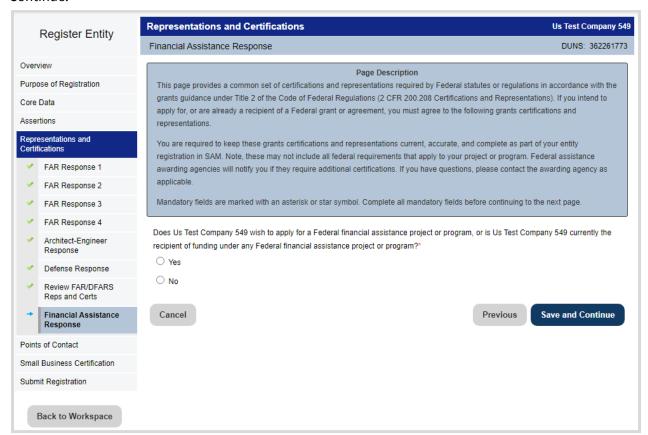
- *Note: The screenshot above does not capture the entire Representations and Certifications review page. Please make sure to scroll through the entire page and review all sections.
 - 38. Once you have read through all the provisions, check the box at the bottom of the page to indicate that you have read each of the provisions presented on the page, and select "Save and Continue."







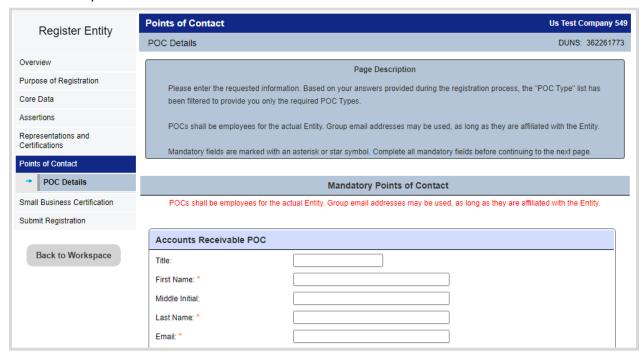
39. Enter answer(s) for the Financial Assistance Response question(s) and select "Save and Continue."





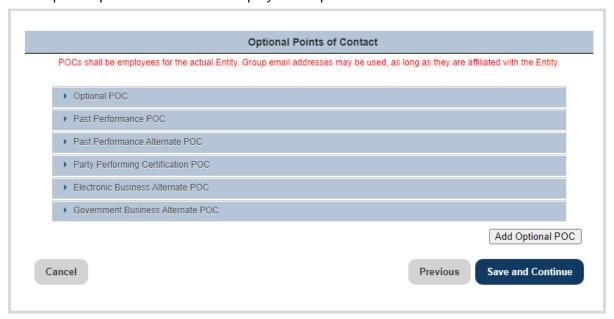
Points of Contact

40. Enter points of contact detail information.



^{*}Note: screenshot above does not capture the entire Points of Contact page. Please make sure to scroll through the entire page and fill all required fields.

41. Optional points of contact will display in collapsed blue bars as shown below.



42.



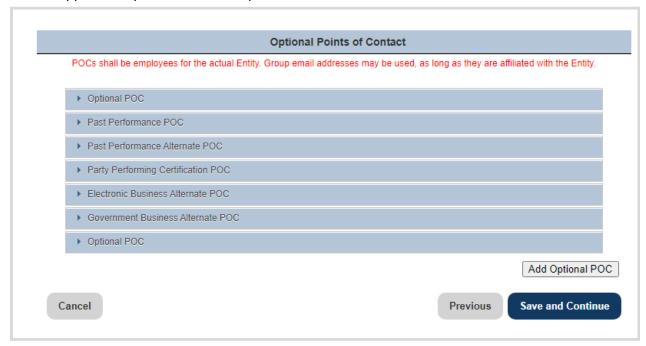


43. Select the applicable POC (blue bar) you wish to enter information for, and the section will expand. Enter all mandatory and applicable optional fields.

▶ Optional POC	
▼ Past Performance POC	
Points of Contact:	
Copy From:	Please select a value COPY
Title:	
First Name:*	
Middle Initial:	
Last Name:*	
Email:*	
Phone: * US or Non US Phone is mandatory	
US Phone:	(xox)xox-xoxx
Extension:	xxxxxxx
Non US Phone:	xxxx-xxxxxxxxx
US Fax:	(xxx)xxx-xxxx
Notes:	
Address Line 1:*	
Address Line 2:	
City:*	
State/Province:*	Please select a value
ZIP/Postal Code:*	
Country:*	UNITED STATES
Delete	
55.510	
▶ Past Performance Alternate POC	
▶ Party Performing Certification POC	
▶ Electronic Business Alternate POC	

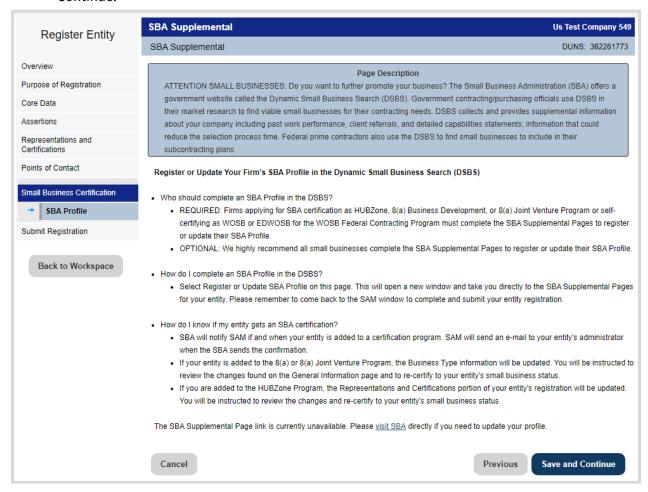


Tip: If you need to add additional POC(s), select the gray "Add Optional POC" button. Additional line(s) for Optional POC will be displayed at the bottom. Click to expand and fill in all mandatory and applicable optional fields. Complete the section and select "Save and Continue."



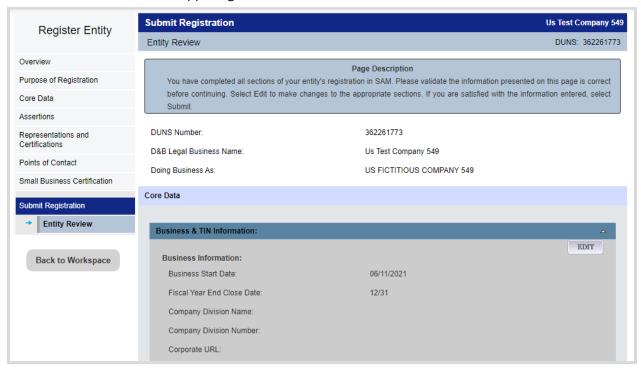


44. Review supplemental Small Business Administration information and select "Save and Continue."



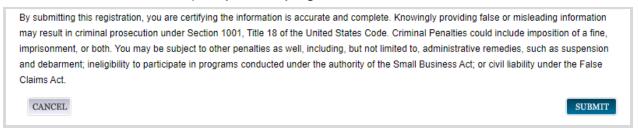


45. Review all entity information entered. If you need to modify any information, click on the "Edit" button on the upper right corner of each section.



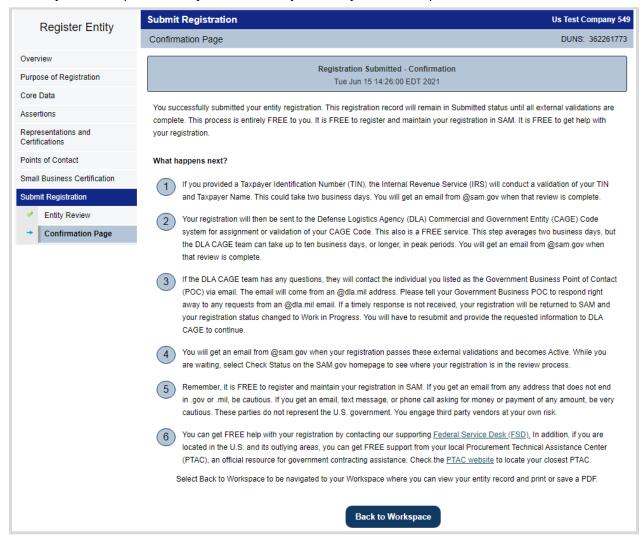
^{*}Note: The screenshot above does not capture the entire Entity Review page. Please make sure to scroll through the entire page and review all fields.

46. Select "Submit" to complete your entity registration.





47. The confirmation page will display to confirm your registration has been submitted. Review the steps in "What happens next?" Select "Back to Workspace," and you will be navigated to your Workspace where you can review your entity record and print or save a PDF.





Tip: You can view your entity under the "Submitted" bubble in your Workspace. You will receive an email from "@sam.gov" when your registration passes external validations and becomes active. Then, you can view your entity under the "Active" bubble.

